



OFFICE OF THE COUNTY EXECUTIVE

# *Milwaukee County*

CHRIS ABELE • COUNTY EXECUTIVE

DATE: April 22, 2014

TO: Marina Dimitrijevic, Chairwoman, Milwaukee County Board of Supervisors

FROM: Chris Abele, Milwaukee County Executive

SUBJECT: Appointment of Maria Castrejon-Perez to the Commission on Aging

Subject to the confirmation of your Honorable Body and pursuant to the provisions set forth in Milwaukee County General Ordinances Chapter 53.03, I am hereby appointing Maria Castrejon-Perez to the Milwaukee County Commission on Aging. Ms. Castrejon-Perez's term will end on January 31, 2017. A copy of Ms. Castrejon-Perez's resume is attached for your review.

Your consideration of this appointment is appreciated.

A handwritten signature in black ink, appearing to read "Chris Abele".

Chris Abele  
Milwaukee County Executive

CC: Supervisor Peggy Romo West, Chair, Health and Human Needs Committee  
Kelly Bablitch, Chief of Staff, County Board of Supervisors  
Stephanie Sue Stein, Director, Department on Aging  
Jodi Mapp, Committee Clerk  
Maria Castrejon-Perez

# Maria Castrejon-Pérez

[REDACTED]  
[REDACTED] S. 39<sup>th</sup> Street/Milwaukee, WI 53215  
[REDACTED]

## Professional Qualifications

- 16 years of enrollment management experience as a recruiter for corporate and educational institutions
- Effective contributor of corporate commitment to increase diversity in the workplace, fostering a culture of inclusion
- Personal ethics and integrity working with confidential data and in maintaining records for EEOC Compliance
- Possess exceptional interpersonal and communication skills and an ability to create a climate of comfort and trust with management and employees
- Utilize bilingual Spanish/English ability in the recruitment of prospective candidates and in serving as a community liaison for U.S. Bank brand recognition

## Related Professional Experience

### **US Bank-West Allis, WI**

**March 2011-February 2014**

#### **Operations Staffing Manager - Officer 24Hour Banking and Financial Sales**

- Responsible to hiring and retention of 142 Personal Bankers (Contact Center)
- Coach Managers on Behavioral based interviewing techniques in alignment with Milwaukee site goals
- Serve as the Community liaison in providing job posting reports and conducting job coaching sessions on the application/interviewing process and corporate culture
- Qualify candidates by conducting phone screens and in-person behavioral interviews, obtain and verify work history, education, job skills, training/certification and salary expectations
- Interpret and coach Managers on the results of the U.S. Bank Employee Engagement Survey
- Conduct financial literacy presentations, interviewing and resume building workshops at UMOS, Carmen High School, Hmong Peace Academy, Bruce Guadalupe Community School

### **Marshall & Ilsley Corporation-Milwaukee, WI**

**July 2007-March 2011**

#### **Recruiter I**

- Plan and implement corporate wide diversity initiatives with a concentration on Latino recruitment and retention efforts
- Demonstrate business-line knowledge through results based recruitment and retention strategies to maintain departmental productivity and minimize turnover
- Initiate meetings with hiring managers to identify performance implications of current and future hiring
- Serve as the HR contact for hiring managers and employees regarding corporate policies and procedures
- Utilize various sourcing agents to fill high volume requisition load such as; People Soft, Linked In,

Twitter, job boards, vendors, and community networks

- Facilitate new employee orientation, educating new employees on corporate culture and performance expectations
- High volume virtual recruitment of prospected candidates (30+ requisitions) for non-exempt level positions (support service operations, facilities, security, call center and banking positions)
- Pre-screen candidates for hiring managers in retail and support services divisions, worked directly with hiring managers in scheduling second interviews
- Negotiate salary offers and provided benefits information of prospective hires
- Assist managers in the development of position descriptions accurately reflecting responsibilities and qualifications
- Plan and implement diversity recruitment efforts and marketing of M&I Brand: NSHMBA (National Society of Hispanic MBA) and NBMBAA (National Black MBA Association)

**University of Wisconsin-Milwaukee**

**September 2005-July 2007**

**Student Services Coordinator**

- Coordinated the Admissions Review Committee responsible for the evaluation 1,400+ student applications
- Collaborated with multiple UWM departments to develop and conduct programs designed to increase diversity
- Hired and managed 20+ student workers to assist with the daily functions of the admissions office
- Managed student work budget of \$17,000 and ensure spending within guidelines
- Conducted employee job evaluations for continued student employment and salary increases

**Maria Castrejon-Pérez (Continued)**

**Elmhurst College-Elmhurst, IL**

**July 2001-September 2005**

**Assistant Director**

- Responsible for the recruitment and retention of students in continued educational programs
- Used sound judgment and decision making skills in the evaluation of 800+ applications per year
- Utilized problem solving abilities in the evaluation of files and awarded PTK scholarships valued at \$15,000
- Assisted with the recruiting, screening, and hiring of new admissions counselors and staff members
- Developed and trained newly hired employees to the Office of Admissions
- Hired and managed 30+ student Ambassadors to assist with the recruitment efforts of the college

**Alverno College-Milwaukee, WI**

**January 1998-June 2001**

### **Telecounselor and Admissions Counselor**

- Managed recruitment and retention efforts of students from IL, MI and WI pursuing academic goals
- Utilized bilingual skills to assist student inquiries pertaining to the admission and financial aid process
- Served as liaison between admissions and academic units to increase student enrollment efforts
- Designed admissions advertising pieces used to promote recruitment events on campus
- Served as an active member of the Hispanic Chamber of Commerce to increase educational efforts of Latina's

### **Education**

December                      Elmhurst College                      Elmhurst, IL  
Masters of Arts              Industrial/Organizational Psychology

December                      Alverno College                      Milwaukee, WI  
Bachelor of Arts              Clinical Psychology  
Minor: Social Science, Spanish Language and Cultures

### **Awards/Community Involvement/Leadership**

2014                              Milwaukee Area Workforce Investment Board of Directors (MAWIB) - Youth Council  
2013                              League of United Latin American Citizens Wisconsin - Hispanic Woman of the Year  
2013                              UMOS - United Migrant Opportunity Services - Hispanic Woman of the Year  
2013                                      LAN - Latino Aging Network - Committee Member  
2013                                      LULAC National Education Services - Finance Committee - Current Officer  
2013 - Present              Blood Center of Wisconsin - Media Volunteer, Blood Donor, Bone Marrow Registry Member  
2008 - Present              League of Latino America Citizens (LULAC) WI Council 326, President, Deputy State Director of the Elderly (Newly Elected), Secretary and WI Treasurer (former), LNEESC - Midwest Appointed Member, LULAC - Midwest Assistance & Program Coordinator

### **Systems Knowledge**

Microsoft Windows Professional XP, Word, Outlook, O\*Net, People Soft, Taleo, Skill-Survey, Predictive Index-Certified, PowerPoint, Email, Social Media Recruitment: LinkedIn, Twitter, Internet, PC and Mac

References Available Upon Request

**PERSONABLE - MOTIVATED - ENERGETIC - PASSIONATE**



OFFICE OF THE COUNTY EXECUTIVE

# *Milwaukee County*

CHRIS ABELE • COUNTY EXECUTIVE

DATE: April 22, 2014

TO: Marina Dimitrijevic, Chairwoman, Milwaukee County Board of Supervisors

FROM: Chris Abele, Milwaukee County Executive

SUBJECT: Appointment of Nengmay S. Vang to the Commission on Aging

Subject to the confirmation of your Honorable Body and pursuant to the provisions set forth in Milwaukee County General Ordinances Chapter 53.03, I am hereby appointing Nengmay S. Vang to the Milwaukee County Commission on Aging. Nengmay Vang's term will end on January 31, 2017. A copy of Nengmay Vang's resume is attached for your review.

Your consideration of this appointment is appreciated.

A handwritten signature in black ink, appearing to read "Chris Abele".

Chris Abele  
Milwaukee County Executive

CC: Supervisor Peggy Romo West, Chair, Health and Human Needs Committee  
Kelly Bablitch, Chief of Staff, County Board of Supervisors  
Stephanie Sue Stein, Director, Department on Aging  
Jodi Mapp, Committee Clerk  
Nengmay S. Vang

## RESUME

Name: Nengmay S. Vang      DOB: [REDACTED]  
Address: [REDACTED] W. Goodrich Ave      City: Milwaukee, WI 53224  
Phone: [REDACTED] Office      Cell: [REDACTED]

**Objective:** Seeking Human Services Coordinator, Church planter and outreach Position

**Education:** Earning Associate Degree of Southern Baptist Department of Education Seminary Extension of Milwaukee (1987)  
Earned 26 Credit Courses from Moody Bible College, Extension of Milwaukee  
Milwaukee Area Technical College GED and Lycee De Vientiane High School Diploma (Laos)

### **Experiences: Employment History**

#### **1997 – Present Hmong/American Friendship Association Inc.**

3824 W. Vliet Street, Milwaukee, WI 53208

Position: Housing Program specialist (1997 – 2009)

Personnel Manager and Associate Director (2001 – 2010)

Currently Senior Program Specialist (Start January 1, 2010)

**Duties and responsibility:** Associate Director in charge of Community Relation and City Development affecting Asian American. Outreach and planning projects. As Personnel Manager, supervise staffs, taken action and assisting staffs for daily work schedule and manage staffs vacation absent/tardiness according to personnel policy. Position of Housing Program Specialist. Provide outreach to the Asian community for housing purchase. Conducting homebuyer education and Counseling to those willing and ready to buy home. Develop and coordinate Housing program and maintain relationship with the Milwaukee Housing Consortium, Lenders, Lawyer and City/State agencies to make housing affordable for low income families.

**January 2010** Accepted position as **Senior Program Specialist** for Southeast Asian Community. Work with Milwaukee County Department of aging, Senior Centers and family. Provide services and coordinate Elder program and report to the Director.

#### **1982 – 1997 Hmong First Baptist church of Milwaukee (Part Time and Full Time)**

6693 N. 99th Street, Milwaukee, WI 53224

Position: Founder Pastor (1982 – 1990 Part time) Full time 1990 – 1997.

**1985- 1989 Wisconsin Job Services (Downtown Milwaukee) 1985 – 1989 as Job Services Refugee Program Coordinator, Placement Specialist, and Refugees Training Program Coordinator.**

**1971 – 1975 Department of Forestry and Natural Resources (Laos)**  
Vientiane, Laos from 1971 – 1975. Administrative Secretary and Chef Division Forestry, Province Xiangkhouang, Laos.

**Special Skills and Languages:** Speak Hmong, Lao, Thai and English. Have the ability skill to translate documents from English to Hmong and Lao.

Personal Habits: Camping, Hiking, fishing and Church fellowship. Also enjoying community volunteers services.

**Community and Church Services Volunteer:**

2004 – 2007 President of Hmong Baptist National Association (HBNA)  
7475 15<sup>th</sup> Street North, Oakdale, MN 55128  
1988 – 1990 Chairman of Hmong Baptist Fellowship  
1984 – 1986 Chairman of Hmong Church Council Minnesota-Wisconsin State Convention  
1974 – 1975 President of Highlander Functionary Association (Laos)  
1968 – 1970 President of Hmong Student (Laos)

**Founder:**

1987 Co-Founder Hmong Baptist National Association (USA)  
1983 Founder of Hmong American /Friendship Association of Milwaukee  
1982 Founder Hmong First Baptist Church of Milwaukee  
1972 Co-Founder Hmong Functionary Association (Laos)  
1967 Co-Founder Hmong Student Association (Laos)





OFFICE OF THE COUNTY EXECUTIVE

# *Milwaukee County*

CHRIS ABELE • COUNTY EXECUTIVE

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DATE: April 22, 2014

TO: Marina Dimitrijevic, Chairwoman, Milwaukee County Board of Supervisors

FROM: Chris Abele, Milwaukee County Executive

SUBJECT: Appointment of Patsy J. Delgado to the Commission on Aging

Subject to the confirmation of your Honorable Body and pursuant to the provisions set forth in Milwaukee County General Ordinances Chapter 53.03, I am hereby appointing Patsy J. Delgado to the Milwaukee County Commission on Aging. Ms. Delgado's term will end on January 31, 2017. A copy of Ms. Delgado's resume is attached for your review.

Your consideration of this appointment is appreciated.

A handwritten signature in dark ink, appearing to read "Chris Abele", is written over a horizontal line.

Chris Abele  
Milwaukee County Executive

CC: Supervisor Peggy Romo West, Chair, Health and Human Needs Committee  
Kelly Bablitch, Chief of Staff, County Board of Supervisors  
Stephanie Sue Stein, Director, Department on Aging  
Jodi Mapp, Committee Clerk  
Patsy J. Delgado



**Patsy J. Delgado**

[REDACTED] S. Lake Dr. #410  
St. Francis, WI. 53235  
Phone: [REDACTED]  
email: [REDACTED]

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**Work**

Retired almost 4 years ago after serving for 15 years as Program Coordinator for the Indian Council of the Elderly.

I also opened and served as Site Supervisor of the Elderly Nutrition Program for 15 years at Calvary Presbyterian Church, now closed. I opened and served as Director of the Near Southside Interfaith office for 3 years and served as a church secretary for 22 years.

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**Professional Committees**

I served on St. Ann's Intergenerational Committee, SDC's Senior Companion Committee, a group at Alzheimer's Association, and the Milwaukee County Senior Citizen Hall of Fame Committee.

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**Volunteer Work**

Since retirement I volunteer at the Indian Council of the Elderly, the Indian Community School, and St. Francis Election Commission. I belong to the Book Club and Sing-a-Long group at the Senior Housing where I live and give residents rides.

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**Misc.**

I am being instructed to become an Associate of the Sisters of St. Francis of Assisi and will make my first commitment on June 15, 2014.

I am widowed with 4 living children, 4 grandchildren and 4 great-grandchildren.



OFFICE OF THE COUNTY EXECUTIVE

# *Milwaukee County*

CHRIS ABELE • COUNTY EXECUTIVE

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DATE: April 22, 2014

TO: Marina Dimitrijevic, Chairwoman, Milwaukee County Board of Supervisors

FROM: Chris Abele, Milwaukee County Executive

SUBJECT: Appointment of Fred Knueppel to the Commission on Aging

Subject to the confirmation of your Honorable Body and pursuant to the provisions set forth in Milwaukee County General Ordinances Chapter 53.03, I am hereby appointing Fred Knueppel to the Milwaukee County Commission on Aging. Mr. Knueppel's term will end on January 31, 2017. A copy of Mr. Knueppel's resume is attached for your review.

Your consideration of this appointment is appreciated.

A handwritten signature in black ink, appearing to read "Chris Abele", followed by a horizontal line.

Chris Abele  
Milwaukee County Executive

CC: Supervisor Peggy Romo West, Chair, Health and Human Needs Committee  
Kelly Bablitch, Chief of Staff, County Board of Supervisors  
Stephanie Sue Stein, Director, Department on Aging  
Jodi Mapp, Committee Clerk  
Fred Knueppel

W CASCADE DRIVE  
FRANKLIN WI 53132-9289

## FRED KNUEPPEL

### Education

Graduate of Whitnall High School. (1962), Hales Corners Wisconsin

Attended UW-Platteville. (1962-64), Platteville Wisconsin

### Work experience

Retired, Rural Mail Carrier, United States Postal Service. (1965- 1999)

Rental property owner in the City of Milwaukee and Village of Hales Corners (1965-2013)

### Volunteer experience

President, Franklin Lions Club. (2003-04)

Founding Board Member, Franklin Cultural Center Inc.

Franklin Cultural Center Inc. (Treasurer 2002-03) (a 501(c)3, community group working to bring a performing arts center to Franklin).

Member, Resque2 a local community group. (1996-2005)

Treasurer, Resque2. (1998-2005)

Mayoral appointee, Franklin Plan Commission. (2001-04)

Member, Franklin Plan Commission sub-committee, reviewing the Franklin First Report (2001)

Member, Plan Commission sub-committee recommending Revisions to Franklin's Unified Development Ordinance. (2001-03)

Member, Plan Commission sub-committee on monitoring the Franklin Quarry (2001-05)

Vice-President, The Franklin Senior Citizens Inc. a 501(c)3, non-profit serving seniors in Franklin (2000-2009)

President, Franklin Senior Citizens Inc. (2009-present)

Volunteer, Independence First, Milwaukee in the Computer Recycling Program, supplying free computers to low income people with disabilities. (2006-present)

Mayoral appointee to Franklin Quarry Monitoring committee. (2013-present)

Mayoral appointee to, Franklin Planning Commission. (one year term, April 2013-2014)

**Community activities**      Actively support the building of a Community Cultural and Senior Center Building in Franklin.

Member, Franklin Historical Society. (2002-05)

Member, Sierra Club. (2003-04)

Franklin Lions Club Member. (1999-2005)

Developed with Independence First, Franklin Senior Citizens and the City of Franklin, a 12 station computer room with free internet connections and printing, for the no cost use by seniors who eat at the Milwaukee County nutrition meal site at Franklin City hall. It is staffed with a volunteer two days a week for any type of help with computers or electronic devices.(2010-present)

**Awards**

Outstanding Volunteer (2007) Independence First

MetLife Foundation, National Silver Honoree, Older Volunteers Enrich America Award (2008)

Inspire by Example, Adult Award (2009) presented by the Volunteer Center of Greater Milwaukee

Home Town Hero, (2009) presented by The Milwaukee Brewers Baseball Club.



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# *Milwaukee County*

CHRIS ABELE • COUNTY EXECUTIVE

DATE: April 22, 2014

TO: Marina Dimitrijevic, Chairwoman, Milwaukee County Board of Supervisors

FROM: Chris Abele, Milwaukee County Executive

SUBJECT: Appointment of Debra J. Jupka to the Commission on Aging

Subject to the confirmation of your Honorable Body and pursuant to the provisions set forth in Milwaukee County General Ordinances Chapter 53.03, I am hereby appointing Debra J. Jupka to the Milwaukee County Commission on Aging. Ms. Jupka's term will end on January 31, 2017. A copy of Ms. Jupka's resume is attached for your review.

Your consideration of this appointment is appreciated.

A handwritten signature in blue ink, appearing to read "Chris Abele".

Chris Abele  
Milwaukee County Executive

CC: Supervisor Peggy Romo West, Chair, Health and Human Needs Committee  
Kelly Bablitch, Chief of Staff, County Board of Supervisors  
Stephanie Sue Stein, Director, Department on Aging  
Jodi Mapp, Committee Clerk  
Debra J. Jupka

## EXCELLENCE IN EDUCATION AWARD

Each month, the Milwaukee Board of School Directors recognizes an outstanding school, student, staff member, parent, or community member for a display of excellence, achievement, and innovation that may serve as an example to our school district and the entire Milwaukee community.

This month, the Milwaukee Board of School Directors is pleased to present the "Excellence in Education Award" to:

DEBRA J. JUPKA  
FORMER MPS ADMINISTRATOR

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Debra J. Jupka dedicated 34 years of service to Milwaukee Public Schools before retiring in 2008. Since that time, she has continued to support the district's core beliefs that children come first and the classroom is the most important place in the district.

During her tenure in the district, Ms. Jupka was a music teacher for 14 years, a principal for 17 years and held various other district leadership positions including assistant principal, assistant principal in charge, generalist, supervisor and interim math curriculum specialist. As a music teacher, she geared her teaching to foster a lifelong love of music within her students. As a principal, she exhibited great leadership in unifying staff on behalf of realizing increased academic achievement for all students.

Ms. Jupka's devotion to the students enrolled in Milwaukee Public Schools has continued since her retirement. For the last several years, she has worked closely with Interfaith to implement the RSVP Tutoring Program in MPS schools. This connection came about when she began tutoring on her own at Maple Tree Elementary School, and realized the potential benefit for students throughout the district if a larger scale tutoring program staffed with volunteer tutors was implemented. She worked with Interfaith and RSVP and ultimately led efforts to bring the formalized tutoring services to the district and implement in 16 schools. There are currently 50 schools, and we are on track to add 20 additional schools this academic year. Last year we had just over 200 tutors and this year we have just passed the 200 tutor mark, with a goal of placing 300 tutors. Much of this is thanks to Ms. Jupka's initial efforts working with Interfaith and RSVP and her continued support of the volunteers.

Ms. Jupka continues her connection with Interfaith, and in addition to serving as a tutor, she has developed, organized and presented training sessions to new tutors and served as Interfaith's school support coordinator. She also serves on the RSVP Advisory Board - Tutoring Component.

In addition to her career in MPS and her extensive involvement with Interfaith, Ms. Jupka and her immediate family have upheld a tradition of generosity and support to current and past MPS graduates. The Michael Jupka Scholarship was created in 1995 to memorialize Ms. Jupka's father, a 1936 Boys Tech graduate. It became the Michael and Helen M. Jupka Scholarship upon the passing of Ms. Jupka's mother. The fully endowed scholarship awards three \$2,000 college scholarships each year to Bradley Tech seniors, and grants four \$250 stipends to pay for college fees to scholarship semi-finalists.

Ms. Jupka, a product of MPS and a proud Hamilton High School graduate, has established the Debra J. Jupka Scholarship. Rufus King International High School Students complete an extensive application and go through a rigorous interview process. Each year the four finalists receive \$1,500 scholarships, and seven semi-finalists are awarded \$250 stipends to pay for their college fees. Plans are in place to fully endow the scholarship. The Rufus King International Baccalaureate Scholarship will also be fully endowed. Currently, \$1,000 is awarded to the school to offset student exam fees using a need-based approach. Her giving to King does not stop there. She recently assisted the school by issuing a "challenge grant" of \$2,500 to be used to repair the school's auditorium sound system.

A 1975 Alverno College graduate, Ms. Jupka has earned the privilege from the school of awarding one \$500 Alverno College Alum Scholarship each year. She augments this by granting a \$1,000 stipend to be awarded by Alverno each year based on need to students in the education program who are MPS graduates. This award will also be fully endowed.

In addition to her work with schools, Ms. Jupka has remained involved in the community. She serves on the Northwestern University Alumni Board, the MICAH Education Task Force, the Alverno College Alumnae Engagement Committee, and is a past member of the Alverno College Alumnae Advisory Board. She also serves on the Seifert School Governance Council.

♦ ♦ ♦ ♦ ♦

Home address: N Marshall St, Milwaukee, WI 53202





OFFICE OF THE COUNTY EXECUTIVE

# *Milwaukee County*

CHRIS ABELE • COUNTY EXECUTIVE

DATE: April 22, 2014

TO: Marina Dimitrijevic, Chairwoman, Milwaukee County Board of Supervisors

FROM: Chris Abele, Milwaukee County Executive

SUBJECT: Appointment of Johnny C. White, Jr. to the Commission on Aging

Subject to the confirmation of your Honorable Body and pursuant to the provisions set forth in Milwaukee County General Ordinances Chapter 53.03, I am hereby appointing Johnny C. White, Jr. to the Milwaukee County Commission on Aging. Mr. White's term will end on January 31, 2017. A copy of Mr. White's resume is attached for your review.

Your consideration of this appointment is appreciated.

A handwritten signature in black ink, appearing to read "Chris Abele".

Chris Abele  
Milwaukee County Executive

CC: Supervisor Peggy Romo West, Chair, Health and Human Needs Committee  
Kelly Bablitch, Chief of Staff, County Board of Supervisors  
Stephanie Sue Stein, Director, Department on Aging  
Jodi Mapp, Committee Clerk  
Johnny C. White, Jr.

W. Kenboern Drive  
Glendale, WI 53209

## **Johnny C. White, Jr.**

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### **Executive Profile**

Action-oriented professional with 25 plus years of proven experience in successfully creating and managing multiple projects, developing and achieving strategic vision for several organizations. Skilled manager, team leader and facilitator with the ability to support big-picture thinking. Worked successfully in both for-profit and non-profit organizations.

### **3/2007 – 04/2011 North Avenue Community Development Corp. Milw. WI Director of Development**

Responsibility includes to direct and carryout the strategic and operating plans of the organization supporting Development of Commercial and Residential Housing for the City of Milwaukee Residents and Business Owners. Management of business leases; Maintenance, Security, Safety, and Building Acquisitions. Responsible for managing renovation construction projects. Responsible for the investigation for new business opportunities through due diligence processes. Responsibility includes site and facilities planning, process development and implementation.

### **Experience 3/2005- 2/2007 Social Development Commisssion Milw. WI**

#### **Director of Business Operations**

Responsibility includes to direct and carryout the strategic and operating plans of the organization supporting Facilities Management; management of business leases; Maintenance, Security, Safety, and Building Acquisitions, a \$4 million budget. Provided oversight and management of a \$3 million Food Services Business; Residential Services Division of \$6 million for renovation and weatherization projects. Responsible for the investigation for new business opportunities through due diligence processes. Responsible for the implementation of Social Entrepreneurial Enterprises including plan development for new business initiatives. Responsibility includes site and facilities planning, process development and implementation.

### **6/2003- 3/2005 OIC-GM Milw. WI**

#### **Director of Business Operations**

Responsible for the development of discrete initiatives that include market research, analysis, plan development, and process and quality improvement. Responsibility includes to direct and carryout the strategic and operating plans of the organization supporting Facilities/Maintenance, Security, Property Management, LOC Day Care departments. Provided management for Food Services division and Pallet manufacturing division. Responsible for the investigation for new business opportunities through due diligence processes. Responsible for process engineering and facilities planning, process development and implementation. Provided direction for all production equipment through preventive maintenance programs. Program Directors, plant manager and department coordinators were direct reports.

### **12/1999-6/2002 HeartLove Place, Inc. Milw. WI President**

Development and Implementation of plan to build a 27,000 square foot facility, on schedule and within \$4.0 million budget. Developed programs and fund development for non-profit Christian Ministry. Hired professional staff and built the organization to 30 full-time employees. Developed and managed an operations budget of \$1.5 million. Responsible for program initiatives, including, adult and youth programming, banquet/kitchen operations, maintenance, day care, and other start-

up business operatives. Responsible for Board development and Board committee assignments. Led the Capital Campaign with volunteers to help raise over \$4.5 million. Assisted in the development of the strategic plan.

8/1995-12/1999

**Johnson Controls, Inc.**

**Milw.**

**WI**

**Senior Project Engineer**

Supported 10 battery division plants in U.S., Mexico & Canada in manufacturing process improvement and cost reduction programs. Annual savings averaged \$1.0 million.

Project Manager for Capital Equipment & Building Construction Projects in support of Manufacturing Engineering. Projects included automation equipment for acid fill, battery formation and shipping production lines per engineering specifications. Implemented documentation and training programs for new equipment and processes for manufacturing.

5/1990-8/1995

**Case Corporation**

**Racine, WI**

**Senior Manufacturing Engineer**

In-sourced \$5 million hydraulic components business from England. Project Manager of Capital Equipment projects, including machining, assembly and test operations.

Developed new processes including tooling at Racine Transmission Plant. Projects included Transfer Line modifications, CNC machining centers and assoc. coolant system installations, Final assy and test system development and implementation; Automated wash system, Material handling systems and an assortment of special mfg process improvement ops.

4/1981-5/1990

**Martin Marietta Corporation**

**Orlando, FL**

**Staff Engineer**

Project Manager for Capital Equipment and building upgrades. Process improvement and Product Development for Missile & Electronic Systems Division. Facility & construction project management including equipment modernization planning & implementation on projects exceeding \$300 million. Federal Military Standard compliance required on projects including forward-looking infrared navigation and targeting systems for Apache Attack Helicopters, F16 fighter aircraft components, Pershing and Patriot Missile systems.

6/1980-4/1981

**General Dynamics Corporation**

**Ft. Worth, TX**

**Senior Industrial Engineer**

Capital Equipment justification and project implementation on the F-16 Aircraft fighter.

Responsible for machining equipment, inspection equipment and systems supporting machining processes.

3/1978-6/1980

**Falk Corporation**

**Milw. WI**

**Facilities Planning Engineer**

Designed facilities layout plans, justified capital equipment and building expansion projects. Project support included welding, fabrication, and machining processes

**Education**

1970-1973

**University of Wisconsin**

**Madison, WI**

1975-1977

**Milwaukee School of Engineering**

**Milwaukee, WI**

- Management & Manufacturing Engineering.

- Graduated in 1977 with BS.

1981-1982

**Florida Institute of Technology**

**Melbourne, FL**



OFFICE OF THE COUNTY EXECUTIVE

# *Milwaukee County*

CHRIS ABELE • COUNTY EXECUTIVE

DATE: April 22, 2014

TO: Marina Dimitrijevic, Chairwoman, Milwaukee County Board of Supervisors

FROM: Chris Abele, Milwaukee County Executive

SUBJECT: Appointment of Sylvan Leabman to the Commission on Aging

Subject to the confirmation of your Honorable Body and pursuant to the provisions set forth in Milwaukee County General Ordinances Chapter 53.03, I am hereby appointing Sylvan Leabman to the Milwaukee County Commission on Aging. Mr. Leabman's term will end on January 31, 2017. A copy of Mr. Leabman's resume is attached for your review.

Your consideration of this appointment is appreciated.

A handwritten signature in black ink, appearing to read 'Chris Abele'.

Chris Abele  
Milwaukee County Executive

CC: Supervisor Peggy Romo West, Chair, Health and Human Needs Committee  
Kelly Bablitch, Chief of Staff, County Board of Supervisors  
Stephanie Sue Stein, Director, Department on Aging  
Jodi Mapp, Committee Clerk  
Sylvan Leabman

Sylvan Leabman, M.P.A.

██████ East Wahner Place, Milwaukee, Wisconsin 53217 (Home)  
1300 North Jackson Street, Milwaukee, Wisconsin 53202 (Work)

### PROFESSIONAL PROFILE

Seasoned executive with experience in planning, managing, developing and restructuring organizations, systems and programs. Expertise in financial management, budget development and analysis, forecasting, auditing, project administration, contract negotiations and program planning/implementation. Able to work cooperatively with others and provide leadership in problem solving and strategic planning.

- Proven ability to analyze/assess organizational design and make recommendations to facilitate improvements in all areas.
- Capable motivator with proven ability to initiate/manage change and lead staff through complex operational and technological transitions.
- Persuasive communicator with well-developed verbal, written and negotiation skills.

#### *Expertise In:*

Project Management • Financial Management Studies • Compliance for Health Care • Policy and Procedure Development • Staff Supervision, Development and Training • Team Building • Due Diligence  
• Risk Management

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### EXPERIENCE HIGHLIGHTS

#### **JEWISH FAMILY SERVICES, Milwaukee, WI**

##### **President and CEO**

**10/05 - Present**

- Works closely with the JFS Board in development and implementation of policies designed to fulfill the program mission and successful administration of the Agency
- Serves as professional advisor to the Board in all areas of management, fundraising, program, finance, strategic planning and Board enhancement
- Recruits for Board/Committee leadership and involvement, and structures opportunities for these individuals to make maximum contributions to the Agency
- Advances the public profile of JFS by developing new and innovative approaches to increase community awareness of its services
- Serves as JFS' ambassador to the Greater Milwaukee Jewish and general communities to promote awareness and visibility of Agency programs and services
- Represents JFS and its perspective on issues affecting families with community groups, Jewish Federation, United Way, government funders and the media
- Builds strategic alliances, develops and implements collaborative approaches to service delivery through continued work with Jewish Federation, United Way and other community-based and faith-based local and national organizations, both public and private
- Works closely with the Board, Development Director and Committees to create a development plan to support ongoing and new program initiatives and to build the Agency's endowments

- Seeks new sources of funding including program grants, government contracts, private foundations and individual donors
- Supervises staff and programs relating to all of the Agency's fundraising activities including special events, planned giving, capital campaigns, direct mail and other donor relations
- Supervises preparation of the Agency budget and monitors financial reports and results
- Works closely with the Jewish Federation and United Way in maximizing annual allocations. Serves as the Agency's advocate within those systems and the community
- Regularly evaluates management and the status of the JFS financial resources so that resources are devoted to top priorities
- Supervises all management information systems necessary to fulfill the goals of the programs and administration of the Agency
- Maintains overall responsibility for the Agency and facility operations
- Provides expertise and leadership for the ongoing evaluation of program priorities, new initiatives and relationships to ensure financial stability of the Agency
- Evaluates existing programs and recommends appropriate program directions and modifications based on client and community needs and national trends
- In conjunction with senior staff, establishes and maintains high standards of excellence in JFS' program objectives. Provides opportunities for staff participation in program planning
- Provides leadership, direction, supervision and support to senior professional staff utilizing effective interpersonal skills

#### **Vice President, Development**

**1/04 – 10/05**

- Create and implement annual development plan
- Create and oversee annual marketing & communications plan, working with sub-contractors to implement tasks as appropriate
- Manage annual Friends Membership drive
- Integrate and prioritize development and marketing functions
- Fundraising via corporations, individuals and foundations
- Identify and cultivate new donors, and match donors with agency programs
- Grant writing to Foundations and government agencies
- Act as staff liaison to Development and Marketing committees of the Board
- Oversee Volunteer Services Department

#### **STRATEGIC MANAGEMENT GROUP, LLC, Milwaukee, WI**

**6/92 – 01/04**

##### **President and Managing Partner**

- Performed financial analyses, developed annual hospital-based departmental operating budgets and assisted executive staff develop strategic plans for the financial operations of The Johns Hopkins Hospital/Johns Hopkins Health System, an academic medical center. Trained departmental business managers in budgeting and financial management
- Assisted the Dean of a large Medical College, within an academic medical center, create a formalized budget management system. Developed comprehensive budget process for the Medical College and conducted budget hearings for the Dean. The annual budget included direct and allocated income from patient revenues, fees, grants, research and instructional support. Completed special projects for Departments of Medicine and Surgery related to revenue enhancement opportunities for Medicaid and private pay billings and collections

- Developed and marketed health care credentialing software to measure compliance with national standards for facility operations and patient chart documentation by physicians, dentists and home care agencies
- Developed HIPAA self-assessment software tool for physicians, dentists and hospitals. Software was released in 2002. More than 1,000 licenses sold
- Assisted nonprofit organizations with financial management issues, Board development, human resources and strategic planning. Developed reporting format and monitoring process for United Way of Greater Milwaukee to meet federal grant requirements
- Analyzed existing budget process and developed new budget process for a Federally Qualified Health Center, Milwaukee, WI. Assisted in review and selection of new financial management software. Prepared departmental budget requests and completed analyses of monthly financials. Trained department managers
- Conducted analyses of nine primary care physician practice sites for health system in northern New Jersey. Reviewed patient registration, billing and collection functions, financial reports, productivity reports and made recommendations for realignment of practices
- Assisted large urban school district to install financial controls over its major school site-based reform effort and developed the annual financial plan. Provided assistance to Superintendent to develop the annual budget. Managed a consulting team that evaluated 30 Alternative Schools for compliance with District requirements
- Reviewed the University of Wisconsin-Madison College of Letters & Sciences financial management systems, automated budget and financial planning systems and recommended improvements to the Dean
- Planned, managed and developed compliance software programs for health care facilities, companies, clinics and providers, for medical, dental, and home care services to meet Medicare, Medicaid, HIPAA compliance and managed care credentialing requirements. Assisted nonprofit organizations to develop annual budgets, completed assessments of financial management activities and provided training to staff and Boards of Directors

**MILWAUKEE METROPOLITAN SEWERAGE DISTRICT, Milwaukee, WI**  
**Director – Operations, Administration and Compliance**

**7/99 – 4/03**

- Managed the District's watercourse and wastewater treatment programs
- Supervised the District's compliance program with United Water Services' 10-year contract to operate and maintain the District's Jones Island and South Shore treatment facilities and the District's conveyance system
- Supervised the District's environmental laboratory
- Managed the District's Industrial Waste Pre-Treatment, flow monitoring and analysis functions
- Supervised District's controllership functions of payroll, accounting, purchasing, accounts payable, insurance and risk management

**MILWAUKEE COUNTY DEPARTMENT OF ADMINISTRATION, Milwaukee, WI**  
**Administrator – Financial Affairs Division**

**1/86 – 5/92**

Directed day-to-day operations of \$55 million division with 75 employees. Prepared, analyzed and controlled a \$950 million operating budget. Managed a \$50 million medical program for indigents through a preferred provider network. Managed Milwaukee County's financial oversight and control functions, including \$280 million annual payroll and over 75,000 annual vendor payments. Managed the County's risk control and loss prevention programs. Prepared over 100 special fiscal



and program reports for the County Board. Appointed as the Acting Treasurer of Milwaukee County for six months as a special assignment. Developed the County's first long-range financial plan and forecast

**WISCONSIN STATE GOVERNMENT – Madison, WI**

**6/68 – 1/86**

**Administrator – State and Local Finance Division**

**5/77 – 12/85**

**Department of Revenue**

Managed Department's compliance program for state and local finance activities including property and utility tax assessments, state shared revenues and the development of county, municipal and school district property value Equalization estimates. Managed financial operations, including seven district offices, and determined operating direction for second largest operating division (220 employee, with an \$8 million annual operating budget)

**Executive Budget Officer – Education and Human Services Teams**

**6/72 – 5/77**

**Department of Administration**

Directed teams of six policy and management analysts. Advised Governor on policy issues and testified before the legislature on budget issues/funding formulas

- Directed preparation of Governor's biennial budget for Education and Human Services areas
- Drafted legislation and reviewed administrative rules

**Administrative, Budget and Management Analyst**

**6/68 – 6/72**

**Department of Health and Social Services**

- Performed budget/policy analysis and served on the State Comprehensive Health Planning Advisory Council. Assisted in developing long-range mental health planning program that shifted funding from state institutions to community-based programs
- Proposed reorganization of forensic medicine program that enabled 300 incarcerated clients to get needed psychiatric treatment in a secure setting

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**ACTIVITIES / AFFILIATIONS**

President – Congregation Shalom, Milwaukee, WI

Chairman of the Board, United Cerebral Palsy of Southeastern Wisconsin 2003 – 2005

President – United Cerebral Palsy of Southeastern Wisconsin 2001 – 2003

Contributor to The Budget Building Book for Nonprofits, A Step by Step Guide for Managers and Boards, 1998, Josey Bass Publishers

Program and Policy Advisor to Council on Municipal Performance publication, Local Government Auditing – A Manual for Public Officials

Recognized as Milwaukee's "Public Administrator of the Year" in 1992

Elected to the Executive Board of the Government Finance Officers Association, 1992

**EDUCATION**

SYRACUSE UNIVERSITY / MAXWELL SCHOOL OF PUBLIC AFFAIRS – Syracuse, New York

Masters in Public Administration (1968)

ALBRIGHT COLLEGE – Reading, Pennsylvania

B.A. Political Science (1967)



OFFICE OF THE COUNTY EXECUTIVE

*Milwaukee County*

CHRIS ABELE • COUNTY EXECUTIVE

DATE: April 22, 2014

TO: Marina Dimitrijevic, Chairwoman, Milwaukee County Board of Supervisors

FROM: Chris Abele, Milwaukee County Executive

SUBJECT: Appointment of Mary Kelper to the Commission on Aging

Subject to the confirmation of your Honorable Body and pursuant to the provisions set forth in Milwaukee County General Ordinances Chapter 53.03, I am hereby appointing Mary Kelper to the Milwaukee County Commission on Aging. Ms. Kelper's term will end on January 31, 2016. A copy of Ms. Kelper's resume is attached for your review.

Your consideration of this appointment is appreciated.

A handwritten signature in blue ink, appearing to read 'Chris Abele'.

Chris Abele  
Milwaukee County Executive

CC: Supervisor Peggy Romo West, Chair, Health and Human Needs Committee  
Kelly Bablitch, Chief of Staff, County Board of Supervisors  
Stephanie Sue Stein, Director, Department on Aging  
Jodi Mapp, Committee Clerk  
Mary Kelper

Mary Kepler

[REDACTED] W. Stewart Ave

Wauwatosa, WI 53222



Mary and her husband have 3 adult children and 10 grandchildren. She graduated from Alverno College in 1981 with a double major in Management and Communication. Mary honed her excellent organizational skills as the Office Manager at US Steel Supply Division until her retirement in 1987.

Mary filled many hats as her children were growing up; she was a Girl Scout troop leader as well as a Cub Scout Troop Leader. During that same span, Mary served as a Swim Instructor and Life Guard.

With retirement came time for personal achievement and volunteerism. Mary participated in the Senior Olympics as a competitor in both swimming and bicycling for 3 consecutive years in the early 2000's. She has been a 20 year volunteer at Elmbrook Memorial Hospital. Mary has been an active participant in Hart Park Senior Center programs since her first Muscles Conditioning class in July, 2004. Mary became a dependable, competent and cheerful Nutrition Site server about 5 years ago.

**County of Milwaukee**  
Interoffice Communication

DATE: April 22, 2014

TO: Sup. Marina Dimitrijevic, Chairwomen, Milwaukee County Board of Supervisors  
Sup. Willie Johnson, Jr., Co-Chair, Committee on Finance, Personnel and Audit  
Sup. David Cullen, Co-Chair, Committee on Finance, Personnel and Audit

FROM: Stephanie Sue Stein, Director, Department on Aging

RE: Request for authorization to increase by \$15,202, from \$1,456,745 to \$1,471,974, the contract with Transit Express, Inc., to provide Specialized Elderly Transportation Services in 2013

I respectfully request that the attached report and resolution be scheduled as an action item by Committee on Finance, Personnel and Audit at its meeting on May 15, 2014.

The attached resolution authorizes the Director, Department on Aging, to increase by \$15,202, from \$1,456,745 to \$1,471,947, the contract with Transit Express, Inc., to provide Specialized Elderly Transportation Services in 2013. Adoption of this resolution, together with a \$100,000 increase previously authorized under File No. 13-815, fully reimburses Transit Express, Inc., for services provided through December 31, 2013.

The Department awards funds to provider agencies based on availability of federal, state, and local funds, allowable costs, anticipated usage by older persons of programs and services, and changing service demand. For many contractual services, actual participation is a function of service availability, client needs, weather, and other factors that cannot be precisely known at the time a contract is awarded. When additional funds become available, the Department seeks to use such funds to expand services and/or fully reimburse the vendor for the services they provide.

The Specialized Elderly Transportation Services program provides eligible seniors with rides for medical appointments, grocery shopping, Senior Meal Program nutrition sites, nursing home visits, and general shopping. The increase in medical ride needs among program participants has been acute, growing from 15,422 in 2009 to 24,353 in 2013, an increase of 57.9%. A combination of seniors' aging-in-place, higher participation by seniors living in poverty, and greater awareness of the program in the community all contribute to that increase. In addition to rising service demand, reductions in Wisconsin s.85.21 grants to Milwaukee County reduced the allocation to Specialized Elderly Transportation Services by \$33,548.

Transit Express provided a total of 102,898 rides in 2013. About 1,800 older adults participated in the program. Adoption of the resolution will enable the Department to fully reimburse the vendor for services provided under the 2013 contract. Sufficient funds have been identified in the 2013 State/County Contract for this purpose.

If you have any questions, please contact me at 2-6876.



---

Stephanie Sue Stein, Director  
Milwaukee County Department on Aging

Sup. Marina Dimitrijevic  
Sup. Willie Johnson, Jr.  
Sup. David Cullen  
April 22, 2014  
Page Two

cc: County Executive Chris Abele  
Amber Moreen  
Raisa Koltun  
Josh Fudge  
Matthew Fortman  
Stephen Cady  
Janelle Jensen  
Jodi Mapp  
Jonette Arms  
Thomas Condella  
Mary Proctor Brown  
Gary Portenier  
Pat Rogers

Attachments

## RESOLUTION

WHEREAS, on December 20, 2012, the Milwaukee County Board of Supervisors authorized the Director, Department on Aging, to execute contracts to provide programs and services to older adults for the period January 1, through December 31, 2013 [File No. 13-19]; and

WHEREAS, the Department awards funds to provider agencies based on the availability of federal, state, and local funds, allowable costs, anticipated usage by older persons of the programs and services provided, and changing service demand; and

WHEREAS, the actual level of services is a function of the number of participants in the program, actual service demand, evolving service needs, weather, and other factors that cannot be precisely known at the time a contract is awarded; and

WHEREAS, when additional funds become available, the Department uses such funds to expand services and/or fully reimburse vendors for services provided to eligible participants; and

WHEREAS, the Department's Specialized Elderly Transportation Services program enables eligible seniors to remain independent in the community through rides to medical and dental appointments, grocery shopping, nutrition meal sites, nursing home visits, and general shopping; and

WHEREAS, the service provider for this program in 2013 was Transit Express, Inc.; and

WHEREAS, due to changing service demand, the cost of providing Specialized Elderly Transportation Services was greater in 2013 than originally anticipated, resulting in a deficit in the program; and

WHEREAS, the Department has identified sufficient funds to increase the award by \$15,202, from \$1,456,745 to \$1,471,947, fully reimbursing the vendor for 2013 services; and

WHEREAS, the Director, Department on Aging, seeks review of this resolution by the

Committee on Finance, Personnel and Audit consistent with s.59.52 (31) (d) Wisconsin Statutes, and authorization by the Milwaukee County Board of Supervisors consistent with s.59.52 (31) (c) Wisconsin Statutes; now, therefore

BE IT RESOLVED, that the Director, Department on Aging, is hereby authorized to increase by \$15,202, from \$1,456,745 to \$1,471,947, the award to Transit Express, Inc., in providing Specialized Elderly Transportation Services in 2013.



## MILWAUKEE COUNTY FISCAL NOTE FORM

**DATE:** April 22, 2014

Original Fiscal Note ☒

Substitute Fiscal Note ☐

**SUBJECT:** Request for authorization to increase by \$15,202, from \$1,456,745 to \$1,471,947, the 2013 purchase of service contract with Transit Express, Inc., to provide Specialized Elderly Transportation Services

### FISCAL EFFECT:

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> No Direct County Fiscal Impact                                     | <input type="checkbox"/> Increase Capital Expenditures |
| <input checked="" type="checkbox"/> Existing Staff Time Required                                       | <input type="checkbox"/> Decrease Capital Expenditures |
| <input type="checkbox"/> Increase Operating Expenditures<br>(If checked, check one of two boxes below) | <input type="checkbox"/> Increase Capital Revenues     |
| <input type="checkbox"/> Absorbed Within Agency's Budget   | <input type="checkbox"/> Decrease Capital Revenues     |
| <input type="checkbox"/> Not Absorbed Within Agency's Budget   |  |
| <input type="checkbox"/> Decrease Operating Expenditures   | <input type="checkbox"/> Use of contingent funds       |
| <input type="checkbox"/> Increase Operating Revenues   |  |
| <input type="checkbox"/> Decrease Operating Revenues   |  |

*Indicate below the dollar change from budget for any submission that is projected to result in increased/decreased expenditures or revenues in the current year.*

	Expenditure or Revenue Category	Current Year	Subsequent Year
Operating Budget	Expenditure	0	
	Revenue	0	
	Net Cost	0	
Capital Improvement Budget	Expenditure		
	Revenue		
	Net Cost		

## DESCRIPTION OF FISCAL EFFECT

**In the space below, you must provide the following information. Attach additional pages if necessary.**

- A. Briefly describe the nature of the action that is being requested or proposed, and the new or changed conditions that would occur if the request or proposal were adopted.
- B. State the direct costs, savings or anticipated revenues associated with the requested or proposed action in the current budget year and how those were calculated.<sup>1</sup> If annualized or subsequent year fiscal impacts are substantially different from current year impacts, then those shall be stated as well. In addition, cite any one-time costs associated with the action, the source of any new or additional revenues (e.g. State, Federal, user fee or private donation), the use of contingent funds, and/or the use of budgeted appropriations due to surpluses or change in purpose required to fund the requested action.
- C. Discuss the budgetary impacts associated with the proposed action in the current year. A statement that sufficient funds are budgeted should be justified with information regarding the amount of budgeted appropriations in the relevant account and whether that amount is sufficient to offset the cost of the requested action. If relevant, discussion of budgetary impacts in subsequent years also shall be discussed. Subsequent year fiscal impacts shall be noted for the entire period in which the requested or proposed action would be implemented when it is reasonable to do so (i.e. a five-year lease agreement shall specify the costs/savings for each of the five years in question). Otherwise, impacts associated with the existing and subsequent budget years should be cited.
- D. Describe any assumptions or interpretations that were utilized to provide the information on this form.

The attached resolution authorizes the Director, Department on Aging, to increase by \$15,202, from \$1,456,745 to \$1,471,947, the 2013 contract with Transit Express, Inc., to provide Specialized Elderly Transportation Services.

Sufficient funds have been identified in the 2013 State/County Contract for this purpose. The proposed increase in award will fully reimburses the vendor for services provided in 2013. It reflects an increase in ride demand among seniors in need of this service.

This resolution has no fiscal impact on 2014 other than the allocation of staff time required to prepare the accompanying report and resolution.

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Department/Prepared By: Department on Aging / Gary W. Portenier



Authorized Signature \_\_\_\_\_

Did DAS-Fiscal Staff Review?    ☐    Yes    ☒    No

Did CBDP Review?<sup>2</sup>    ☐    Yes    ☐    No    ☒    Not Required

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<sup>1</sup> If it is assumed that there is no fiscal impact associated with the requested action, then an explanatory statement that justifies that conclusion shall be provided. If precise impacts cannot be calculated, then an estimate or range should be provided.

<sup>2</sup> Community Business Development Partners' review is required on all professional service and public work construction contracts.

**County of Milwaukee**  
Interoffice Communication

DATE: April 22, 2014

TO: Sup. Marina Dimitrijevic, Chairwomen, Milwaukee County Board of Supervisors  
Sup. Willie Johnson, Jr., Co-Chair, Committee on Finance, Personnel and Audit  
Sup. David Cullen, Co-Chair, Committee on Finance, Personnel and Audit

FROM: Stephanie Sue Stein, Director, Department on Aging

RE: Request for authorization to increase by \$29,860, from \$1,293,007 to \$1,322,867, the 2014 contract with Interfaith Older Adult Program, Inc., to provide Programs in Clinton and Bernice Rose Park, McGovern Park, Washington Park, Wilson Park, and Lawrence P. Kelly Senior Centers, originally authorized under File No. 13-896

I respectfully request that the attached report and resolution be scheduled for consideration by the Committee on Finance, Personnel and Audit at its meeting on May 15, 2014.

The attached resolution authorizes the Director, Department on Aging, to increase by \$29,860, from \$1,293,007 to \$1,322,867, the 2014 contract with Interfaith Older Adult Programs, Inc., to provide Programs in Clinton and Bernice Rose Park, McGovern Park, Washington Park, Wilson Park, and Lawrence P. Kelly Senior Centers, originally authorized under File No. 13-896. The proposed increase is funded through the 2014 State/County Contract on Social Services and Community Programs – Aging Programs.

The Department on Aging, in collaboration with University of Wisconsin-Milwaukee (UWM) College of Health Sciences, offers the **Wellness Works** older adult fitness program at five senior center locations. Since 2001, the Department on Aging has provided general oversight of the program, including budgeting, contracting, and coordination of services. The UWM College of Health Sciences has provided students in human kinetics the opportunity to assist seniors in use of fitness equipment, managing that activity on a day-to-day basis. In addition, this joint effort enabled both students and educators to conduct research on the impact of physical activity on healthy aging.

While the long-term collaboration with UWM will continue, Interfaith Older Adult Programs will assume day-to-day administration of the **Wellness Works** program by providing a Fitness Center Coordinator. That change will provide better coordination between the fitness program and other senior center programming. UWM will continue its research on healthy aging and provide students the opportunity to assist seniors in use of fitness equipment.

If you have any questions, please contact me at 2-6876.




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Stephanie Sue Stein, Director  
Milwaukee County Department on Aging

Sup. Marina Dimitrijevic  
Sup. Willie Johnson, Jr.  
Sup. Davis Cullen  
April 22, 2014  
Page 2

cc: County Executive Chris Abele  
Amber Moreen  
Raisa Koltun  
Josh Fudge  
Matthew Fortman  
Stephen Cady  
Janelle Jensen  
Jodi Mapp  
Jonette Arms  
Thomas Condella  
Mary Proctor Brown  
Diane Beckley  
Randal Kohl  
Gary Portenier  
Pat Rogers

Attachments

## RESOLUTION

WHEREAS, on December 19, 2013, the Milwaukee County Board of Supervisors authorized the Director, Department on Aging, to execute contracts to provide programs and services to older adults for the period January 1, through December 31, 2014 [File No. 13-896]; and

WHEREAS, among programs authorized through File 13-896 is the 2014 Programs in Clinton and Bernice Rose Park, McGovern Park, Washington Park, Wilson Park, and Lawrence P. Kelly Senior Centers awarded to Interfaith Older Adult Programs, Inc., at \$1,293,007; and

WHEREAS, the Department, in collaboration with University of Wisconsin-Milwaukee (UWM) College of Health Sciences, offers the **Wellness Works** older adult fitness program at five senior center locations; and

WHEREAS, the Department has provided general oversight of the program, including budgeting, contracting, and coordination of services; and

WHEREAS, the UWM College of Health Sciences has (1) offered students in human kinetics the opportunity to assist seniors in use of fitness equipment and (2) provided day-to-day management of the program; and

WHEREAS, that collaboration provided both students and educators the opportunity to conduct research on the impact of physical activity on healthy aging; and

WHEREAS, while students will continue to assist seniors in the use of fitness equipment, day-to-day management of **Wellness Works** will be assumed by Interfaith Older Adult Programs, enabling better coordination between the fitness program and other senior center activities; and

WHEREAS, a position of Fitness Center Coordinator will be created by Interfaith Older Adult Programs to manage **Wellness Works**; and

WHEREAS, funds for the proposed increase were included in the 2014 State/County Contract on Social Services and Community Programs – Aging Programs; and

WHEREAS, the Director, Department on Aging, seeks review of this resolution by the

Committee on Finance, Personnel and Audit consistent with s.59.52 (31) (d) Wisconsin Statutes, and authorization by the Milwaukee County Board of Supervisors consistent with s.59.52 (31) (c) Wisconsin Statutes; now, therefore

BE IT RESOLVED, that the Director, Department on Aging, is hereby authorized to increase by \$29,860, from \$1,293,007 to \$1,322,867, the 2014 award to Interfaith Older Adult Programs, Inc., to provide Programs in Clinton and Bernice Rose Park, McGovern Park, Washington Park, Wilson Park, and Lawrence P. Kelly Senior Centers.



## MILWAUKEE COUNTY FISCAL NOTE FORM

**DATE:** April 22, 2014

Original Fiscal Note ☒

Substitute Fiscal Note ☐

**SUBJECT:** Request for authorization to increase by \$29,860, from \$1,293,007 to \$1,322,867, the 2014 contract Interfaith Older Adult Programs, Inc., to provide Programs in Clinton and Bernice Rose Park, McGovern Park, Washington Park, Wilson Park, and Lawrence P. Kelly Senior Centers, originally authorized under File No. 13-896

### FISCAL EFFECT:

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> No Direct County Fiscal Impact                                     | <input type="checkbox"/> Increase Capital Expenditures |
| <input checked="" type="checkbox"/> Existing Staff Time Required                                       | <input type="checkbox"/> Decrease Capital Expenditures |
| <input type="checkbox"/> Increase Operating Expenditures<br>(If checked, check one of two boxes below) | <input type="checkbox"/> Increase Capital Revenues     |
| <input type="checkbox"/> Absorbed Within Agency's Budget   | <input type="checkbox"/> Decrease Capital Revenues     |
| <input type="checkbox"/> Not Absorbed Within Agency's Budget   |  |
| <input type="checkbox"/> Decrease Operating Expenditures   | <input type="checkbox"/> Use of contingent funds       |
| <input type="checkbox"/> Increase Operating Revenues   |  |
| <input type="checkbox"/> Decrease Operating Revenues   |  |

*Indicate below the dollar change from budget for any submission that is projected to result in increased/decreased expenditures or revenues in the current year.*

	Expenditure or Revenue Category	Current Year	Subsequent Year
Operating Budget	Expenditure	0	
	Revenue	0	
	Net Cost	0	
Capital Improvement Budget	Expenditure		
	Revenue		
	Net Cost		

## DESCRIPTION OF FISCAL EFFECT

**In the space below, you must provide the following information. Attach additional pages if necessary.**

- A. Briefly describe the nature of the action that is being requested or proposed, and the new or changed conditions that would occur if the request or proposal were adopted.
- B. State the direct costs, savings or anticipated revenues associated with the requested or proposed action in the current budget year and how those were calculated.<sup>1</sup> If annualized or subsequent year fiscal impacts are substantially different from current year impacts, then those shall be stated as well. In addition, cite any one-time costs associated with the action, the source of any new or additional revenues (e.g. State, Federal, user fee or private donation), the use of contingent funds, and/or the use of budgeted appropriations due to surpluses or change in purpose required to fund the requested action.
- C. Discuss the budgetary impacts associated with the proposed action in the current year. A statement that sufficient funds are budgeted should be justified with information regarding the amount of budgeted appropriations in the relevant account and whether that amount is sufficient to offset the cost of the requested action. If relevant, discussion of budgetary impacts in subsequent years also shall be discussed. Subsequent year fiscal impacts shall be noted for the entire period in which the requested or proposed action would be implemented when it is reasonable to do so (i.e. a five-year lease agreement shall specify the costs/savings for each of the five years in question). Otherwise, impacts associated with the existing and subsequent budget years should be cited.
- D. Describe any assumptions or interpretations that were utilized to provide the information on this form.

This resolution authorizes the Director, Department on Aging, to increase by \$29,860, from \$1,293,007 to \$1,322,867, the 2014 contract with Interfaith Older Adult Programs, Inc., to provide Programs in Clinton and Bernice Rose Park, McGovern Park, Washington Park, Wilson Park, and Lawrence P. Kelly Senior Centers, originally authorized under File No. 13-896. The recommended increase supports fitness programming at the senior centers. Funding for this purpose is included in the 2014 Adopted Budget. The proposed increase is net of a \$64,000 allocation budgeted for the fitness program. The original award of \$1,293,007 already includes \$34,140 from that allocation. Sufficient funds exist within the 2014 State/County Contract for this purpose.

This resolution has no additional fiscal impact other than the allocation of staff time required to prepare the accompanying report and resolution.

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Department/Prepared By: Department on Aging / Gary W. Portenier



Authorized Signature \_\_\_\_\_

Did DAS-Fiscal Staff Review?    ☐    Yes    ☒    No

Did CBDP Review?<sup>2</sup>    ☐    Yes    ☐    No    ☒    Not Required

---

<sup>1</sup> If it is assumed that there is no fiscal impact associated with the requested action, then an explanatory statement that justifies that conclusion shall be provided. If precise impacts cannot be calculated, then an estimate or range should be provided.

<sup>2</sup> Community Business Development Partners’ review is required on all professional service and public work construction contracts.